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October 4, 2016

Susan Kaplan, Director  
Sayreville Public Library Board of Trustees  
1050 Washington Road  
Parlin, New Jersey 08859

**Via Email Only**  
**Personal & Confidential**  
**For Client's Eyes Only**  
**Attorney-Client Privilege**

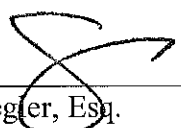
**RE: Sayreville Public Library/Policy on Security Cameras  
Our File No. 1168-1000**

Dear Ms. Kaplan:

Please find enclosed a draft Policy on Security Cameras. Please review and discuss same with the applicable parties and advise if there are any additions, corrections, deletions, etc. Upon receipt and review of this correspondence and enclosure, please contact me to discuss this matter further.

Very truly yours,  
ERIC M. BERNSTEIN & ASSOCIATES, L.L.C.

By: \_\_\_\_\_

  
Steven Siegler, Esq.

EMB/ss  
Enclosure

# Sayreville Free Public Library

## Policy on Security Cameras

1. Purpose: The Sayreville Free Public Library takes precautions to assure a safe and secure environment for its patrons and staff. To further this, security cameras may be placed at selected locations to observe and record activities of persons in the library and on library grounds.

Observation, in real-time or recorded, shall be limited to activities that: 1) may affect the safety and security of patrons and staff; and, 2) provide protection for library resources or property.

2. Privacy and Confidentiality: Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms. If images include identifiable patrons requesting information or conducting circulation transactions, the images shall be treated as confidential records as per N.J.S.A. 18A:73-43.2. Only designated library staff may view real-time images or screen recorded images, and only for the purposes identified above.

3. Public Notice: Signage shall be conspicuously displayed advising the public of the recording of video images. Conversations or other audible communications shall not be monitored or recorded by the security cameras.

4. Data Storage: Images are saved to the camera server's hard drive. Images are stored up to the capacity of the storage system. Current software deletes images automatically as the capacity of the hard drive is reached.

5. Monitoring: Cameras shall not be continuously monitored. However, circumstances may require such real time monitoring to occur. These include: 1) reports of policy violations; 2) suspected criminal activity; 3) destruction or theft of library resources or property; or, 4) or activities disruptive to library operations,. Authorization to view stored images may be granted only by the Library Director or his/her designee.

6. Use of Images: Video records and still photographs may be used to identify person(s) responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations or harmful to the provision of library services. Such records may be shared with authorized library staff to identify those suspended from library property and to maintain a safe, secure, and policy-compliant environment.

7. Law Enforcement. Video records may be used to assist law enforcement in accordance with applicable state and federal laws. All requests for the viewing of real time or recorded video images shall be presented to the Library Director or, in his/her absence, the senior designated staff member. Law enforcement officials may view real time or recorded video images; provided, however, that such images do not constitute a confidential record within the meaning of N.J.S.A.18A:73-43.2, in which case a valid court order must be supplied.

8. Public Disclosure. All requests for public disclosure of recorded images shall be presented to the Library Director or his/her designee. Guidelines for the public disclosure of video imagery shall follow the procedures established by the Library, the Borough of Sayreville, and/or state or federal law, as applicable.

9. Unauthorized Access and/or Disclosure: A breach of this policy may result in disciplinary action, up to and including termination of employment. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of same.